

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: Police Officer GR: 12P FLSA: NE DATE: 12/01/99

DEPARTMENT: Police DIVISION: All

REPORTS TO: Lt. or Assigned Supvr. APPROVED: _____ JOB CODE: 2060

GENERAL DESCRIPTION:

Under general supervision, patrols an assigned beat and investigates incidents in the enforcement of law and order in the protection of life and property. Work varies requiring individual judgment within prescribed standards and procedures.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

Operates an automobile in patrolling an assigned area for the prevention of crime and the enforcement of traffic laws and regulations; responds to radio and telephone dispatches and appears at scenes of disorder or crime; notes and reports traffic hazards; assists in controlling traffic at scenes of emergencies; investigates and prepares reports on offenses, accidents and damages to property; gives directions and information; makes arrests; issues citations; occasionally serves at desk and dispatch duties; serves warrants and subpoenas; gives warnings; prepares reports on arrests and property impounded; directs traffic; handles animal problems, inspects to assure property protection; inspects establishments providing alcohol beverages and entertainment; intervenes in private or public disputes to protect the public and maintain order; appears in court as arresting officer; transports prisoners; performs initial and follow-up investigations of crimes involving adults and juveniles; investigates complaints; interrogates persons whose actions are suspicious; issues citations for parking and moving violations; assists fire department and ambulance personnel in rendering first aid; assist in haz-mat spills; speaks before school and civic groups as required; serves in stake-outs and on surveillance; impounds and tags evidence; provides general assistance to the public; escorts parades and processions; trains in first aid CPR and emergency medical services; may operate a computer information terminal; prepares reports of own activities and investigative and operational reports; performs overtime as required; and performs other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS: None

MINIMUM EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience equivalent to graduation from high school or GED, plus one year of work experience involving public contact or one year of college level coursework; valid Kansas driver's license; must not have been previously convicted of a felony or had serious misdemeanor convictions; ability to obtain Kansas Police Officer certification within one year of appointment. Must be at least 21 years of age at time of appointment, and must be a United States citizen.

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)

Effectively patrol assigned areas deterring and detecting crimes. (Daily)

Effectively and properly control crime, traffic or emergency scenes. (Daily)

Conduct investigations properly and effectively. (Daily)

Participate in scheduled and self-training in law enforcement, first aid and EMS. (Daily)
Effectively maintain peace and order in assigned areas. (Daily)
Effectively and properly interrogate suspects and prisoners. (Daily)
Maintain and apply knowledge of current departmental policies, procedures, rules, instruction, laws, regulations and police literature. (Daily)
Maintain and apply knowledge of safe and proper use of firearms and weapons. (Daily)
Maintain and exhibit discretion and integrity at all times when handling confidential information. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Heavy, exerting up to 1 00 lbs of force occasionally, and/or up to 50 lbs of force frequently, and/or up to 20 lbs of force constantly to move objects or persons.

Climbing/Balancing: Climb inclines and ladders, uneven surfaces, balance required.

Walking: Moderate amount required

Stooping/Bending: Frequently

Stand/Sit: Sit about 25 percent of the time

Reaching: Frequent, overhead as well as horizontal

Vision: 20/1 00 correctable to 20/20, with contact lenses no upper acuity limit correctable to 20/20

Color Vision: Ability to distinguish colors

Hearing: Frequently perceive nature of sounds by ear

Speech: Frequently express ideas by means of spoken words

Eye/Hand/Foot Coordination: Frequently operates vehicle requiring moderate ability

Manual Dexterity: Frequently operates vehicle requiring moderate ability

ENVIRONMENTAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Inside/Outside: Adverse conditions possible

Cold/Heat: Adverse conditions possible

Wet/Dry: Adverse conditions possible

Noise/Vibrations: Minimal exposure

Hazards: Physical confrontation, emergency response driving, traffic control, operation of firearms and foot pursuit

Fumes/Dust/Odors: Moderate exposure

Infectious Disease: High exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to listen to and apply information and instructions.

Ability to think logically and quickly during an emergency.

Ability to understand mathematical concepts to include basic arithmetic.

Ability to organize information and prepare written records.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Computer, telephone, FAX, calculator, portable radio, vehicle and/or motorcycle, radar, handgun and other weapons as required; handcuffs, breath analyzer, pager, first aid equipment and baton.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.